

St. Margaret's C.E. Junior School

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Remote Learning Protocols – A Guide for Pupils and Parents

These protocols set out the expectations on the children when they are accessing learning remotely at home. The secure platform we use is Microsoft Teams.

The children are keen to apply our core values and predominantly use IT systems sensibly. It is essential that all children use the online learning platform appropriately and follow the protocols.

Using live chat in MS Teams

This is a prime way for pupils to liaise with their teacher and ask for support. In addition, they have shown a keenness to support and assist their peers.

Individual live chat must only be between staff and pupils

This is predominantly to support learning e.g. to request help/respond to questions/assist others

Friendly messages support well-being – these should be used sparingly

Live chat must be conducted with respect for all other users

Pupils must ensure that all comments on class live chat are positive

No inappropriate comments should be made – these will be recorded in behaviour logs

Video calls, including live lessons

There will be several video calls during a day to assist the children's learning. These might be as a class or in smaller groups where relevant.

Children should only be in a video call if a staff member is present

Pupils should have their microphone on mute unless asked to unmute by a staff member

Pupils can use the 'raise hand' icon to note that they have a question or wish to contribute

Children must speak in a respectful way appropriate to school

ONLY staff can use controls for others e.g. do not mute other children

When the teacher asks pupils to leave the meeting upon its completion, they must do so

General expectations

Children should try to attend all live video calls and engage fully with their learning

All pupils should do their best to complete the activities as well as in school

Children should wear appropriate clothing – remember that 30 people can see you on screen

Presentation – pupils should record work neatly / new lesson new page

Staff monitor use of Teams, including live chat and will take appropriate action should behaviour fall short of expectations – this may include a warning or a discussion with parents/carers